Chapter 7: Report Generator

General Overview
This section contains general information about the Circuit Court System Report Generator and the Mediation Report Generator.

How the Generator Works
This section describes how to set up the criteria for reports.

Report Generation Menus
This section provides instructions and field definitions for the Report Generation Menus.

Using the Report Generators
This section contains general information about the Circuit Court System Report Generator, Mediation Report Generator and reports they generate.

GENERAL OVERVIEW

The CCS Report Generator allows Circuit users to access various unique collections of data in a report form to assist with requests made by organizations including the State Court Administrative Office. This will aid in the ability of the courts to answer statistical analysis and questionnaires.

The Mediation Report Generator allows Mediation Clerks to access unique collections of data in a report form to assist with statistical requests.

HOW THE GENERATORS WORK

To use the Circuit Court Report Generator or the Mediation Report Generator, decide what criteria is desired for the report being requested. Criteria can be set up in three different ways. These ways can be used together to create more flexible reporting. 1) "S" = SELECT, 2) "P" = PRINT, 3) "1-9" = SORT SEQUENCE.

If a field needs to be considered by the report but not printed, then select the "S" option. Selecting a field simply tells the generator that the data in this field is important for weeding unwanted cases from the report.

If a field also needs to show on the report, then select the "P" option to print it. Printing tells the generator that the data in this field not only weeds out unwanted cases, but also contains information that the user needs to see.

If it is desirable to have items on the report print out in a particular order, then the use of a number from 1 - 9 is required to place each item in that order.

The criteria can be mixed and matched for each field uniquely (see Report Generation Menu section). The generator interprets all criteria as entered and produces a report (see Using the Report Generator).

REPORT GENERATION MENU

Accessing the Screen   The Report Generation Menu (Figure 145) appears when you
                                        select REPORT GENERATION MENU from the Circuit Court
                                        Master Menu. This menu gives you the choice of selecting option
                                        1 to access the Circuit Court Report Generator or option **2** to
                                        access the Mediation Report Generator. After selecting the
                                        desired option, the corresponding Report Generator lists all fields
                                        available for use as criteria for any report requested, and their
                                        associated criteria specification fields.

```
                    CIRCUIT COURT SYSTEM  REPORT GENERATION MENU
                     ENTER "S"=SELECT   "P"=PRINT   "1-9"=SORT SEQUENCE

  __ COUNTY NUMBER   __                 __ ATTORNEY            _____ TYPE __
  __ CASE NUMBER                        __ CASE TITLE
  __ CASE TYPE       __                 __ PARTY
  __ JUDGE           _____             __ ORIGINAL CHARGE   ___. _____
  __ PROSECUTOR      _____             __ TYPE _____       TRAFFIC __
  __ CASE STATUS     __    U/A _        __ LESSER CHARGE     ___. _____
  __ PUBLIC          __                 __ TYPE             TRAFFIC __
  __ SEX             __                 __ OFFENSE DATE     _____ / _____
  __ RACE            __                 __ ACTIVITY EVENT   _____
  __ PRISON          __                 __ ACT. DISPOSITION _____
  __ FILED DATE      _____ / _____ __ ACTIVITY DATE    _____ / _____
  __ CLOSED DATE     _____ / _____ __ ADJUDICATION DATE _____ / _____
  __ CLOSED CODE     _____              __ REOPEN DATE      _____ / _____
  __ DATE OF BIRTH   _____ / _____ __ INCARCERATION DATE_____ / _____
  __ D-ARGNMNT DATE  _____ / _____ PRELIMINARY DATE    _____ / _____
  __ BOND AMOUNT                        __ PRELIMINARY CODE  ___
  __ ORDERED         ____  __ > _____ __ LAST PAYMENT DATE _____ / _____
  __ PAID            ____  __ > _____
  __ BALANCE         ____  __ > _____
  __ BENCH WARRANT                      __ ACCUMULATE ONLY
                 F23=DISPLAY SUBMITTED JOBS                     F24=EXIT
```

Figure 145. Sample Circuit Court System Report Generation Menu

Field Definitions and
Associated Criteria
Specifications

The Report Generation Menu provides the following field names which may be selected, printed, or sorted for the report, and the associated criteria specification fields which will be explained below. Those with an asterisk indicate use for criminal cases only.

COUNTY

Type a criteria specification like one of the following:
   " " = ALL Counties
   "99" = any valid county number within the circuit

CMASTER FILE SELECTIONS (column 1):

CASE NUMBER

Will consider all cases on system.

CASE TYPE

To select by case type:
   " " = ALL case types.
   "F " = Wild card selection. In this example,
     all criminal cases will be listed.
   "CZ" = Specific case type.

JUDGE

To select a certain judge, enter the judge's P-number

PROSECUTOR

To select a certain prosecutor, enter the prosecutor's P-number as entered on the case header screen.

CASE STATUS

To select by case status type one of the following:
   " " = ALL cases
   "O" = Open cases (includes "O", "M", and "U")
   "M" = ADR Cases
   "C" = Closed cases (includes D)
   "D" = Deferred cases

U/A

To select under advisement cases, enter one of the following:
   "Y" = under advisement cases
   "N" or leave blank for cases not under advisement

PUBLIC

Type one of the following:
   "Y" or **" "** = Provides a public-only listing,
     eliminating all "S" and "E".
   "N" = Lists all cases

SEX To select by sex code, entered on the case header, type one of the following:

  " " = All **"M"** = Male
  "F" = Female **"U"** = Unknown

RACE To select by race code, entered on the case header, type one of the following:

  " " = All **"W "** = White

NOTE: Race code is not an edited field and may vary from county to county.

PRISON To select by prison code, entered on the case header, type:

  " " = All cases
  "Y" = Prison case
  "N" = Non-prison case list

CASE FILE DATE To select by file date, type the to/from dates to be included.

CLOSE DATE To select by case closing date, type the to/from dates to be included. **This will include deferred cases.**

CLOSED CODE To select by closing code, select a code from code table 1, section 2, 3, or 4 in Appendix A or leave blank to include all closing codes.

DATE OF BIRTH To select by date of birth, type the to/from date to be included.

D-ARRAIGNMENT DATE To select by district court arraignment date, type the to/from dates to be included.

BOND AMOUNT Bond amount entered on the case header.

ORDERED Enter specific cash code or leave blank to include all cash codes with ordered amounts.

SELECT Enter **S** in this unlabeled field if selecting an amount in the following unlabeled field.

AMOUNT Enter the greater than amount to be included on the report. For example; A report is needed to show all ordered amounts > $100. The fields should be filled in as follows: P next to ORDERED field, leave cash code field blank to include ALL cash codes, enter S in the unlabeled SELECT field and enter $100 in the AMOUNT field.

PAID
Enter specific cash code or leave blank to include all cash codes with paid amounts.

SELECT
Enter **S** in this unlabeled field if selecting an amount in the following unlabeled field.

AMOUNT
Enter the greater than amount to be included on the report. For example; A report is needed to show all paid amounts > $100. The fields should be filled in as follows: P next to PAID field, leave cash code field blank to include ALL cash codes, enter S in the unlabeled SELECT field and enter $100 in the AMOUNT field.

BALANCE
Enter specific cash code or leave blank to request ALL cash codes with balances.

SELECT
Enter **S** in this unlabeled field if selecting an amount in the following unlabeled field.

AMOUNT
Enter the greater than amount to be included on the report. For example; A report is needed to show all balances > $100. The fields should be filled in as follows: P next to BALANCE field, leave cash code field blank to include ALL cash codes, enter S in the unlabeled SELECT field and enter $100 in the AMOUNT field.

BENCH WARRANT
To select all active bench warrants where BWI or BPI has been entered on the clerk screen. Only a BWR and BPR de-activate the bench warrant.

CMASTER FILE SELECTIONS (Column 2):

REOPEN DATE
The latest clerk event date entered with code "REO" or "RMS". Type the to/from dates to be included in selection.

INCARCERATION DATE
The district court date of incarceration entered on the case header screen. Type the to/from dates to be included.

PRELIMINARY DATE
The district court preliminary examination date or the date the prelim was waived. Entered on the case header screen. Type the to/from dates to be included.

PRELIMINARY CODE
Entered with the district court preliminary examination date on the case header specifying if the prelim was waived or held. To select by preliminary code, enter:
      "WAV" = waived   **"HLD"** = held

LAST PAYMENT DATE   Enter the desired date range of last payment date(s).

CPARTY FILE SELECTIONS:

ATTORNEY   The attorney representing a party. The first 22 characters in the attorney's last name, first name are printed. To select by an attorney, type the attorney's P-Number.

ATTORNEY TYPE   The attorney type could be:
     " " = Blank   **A** = Appointed   **R** = Retained

CASE TITLE   The first plaintiff and defendant are listed as the case title. The first 23 characters, in the party's last name, first name are listed for each party.

PARTY   The party name(s) and designation(s) are listed.

CCHARGE FILE SELECTIONS:

ORIGINAL CHARGE   The original PACC code. If selecting by Original Charge type the:

Original Charge Prefix (first 3 numbers up to the ".")

- OR -

Original Charge Prefix **and** Suffix (exact PACC code only)

ORIG CHARGE TYPE   The original charge's offense description. If selecting by type enter **any combination** of the following:
     "A" = Attempted   **"S"** = Solicit   **"C"** = Conspire

ORIG CHG TRAFFIC   The original charge's traffic code as entered on the case header and/or charge screen, designating a charge related offense to be abstracted to Secretary of State (SOS).

If selecting by original charge traffic code, enter "T".

LESSER CHARGE   The lesser PACC code. If selecting by Lesser Charge type the:

Lesser Charge Prefix (first 3 numbers up to the ".")

- OR -

Lesser Charge Prefix **and** Suffix (exact PACC code only)

LESSER CHG TYPE   The lesser charge's offense description. If selecting by type enter **any combination** of the following:
    "A" = Attempt   **"S"** = Solicit   **"C"** = Conspire

LESSER CHG TRAFFIC   The lesser charge's traffic code as entered on the case header and/or charge screen, designating a charge related offense to be abstracted to Secretary of State (SOS).

If selecting by lesser charge traffic code, enter "T".

*OFFENSE DATE   The charge's date of offense. If selecting by date of offense, type the to/from dates to be included.

CDOCKET/CRESULT FILE SELECTIONS

ACTIVITY EVENT   The event code entered on the clerk screen or the court event entered on the court/disposition screen. If selecting by activity event, type a valid code from code table 1 or code table 3 found in Appendix A.

ACTIVITY DISPO.   The activity disposition code is a code that is used to dispose a party or charge. If selecting by this code, type any **DSP** type code from table 4 found in Appendix A.

ACTIVITY DATE   The event date entered on the clerk and court/disposition screen. Type the dates to be included.

ACCUMULATE ONLY   No detail report, cover page only enter an "S". For detail and cover page, leave blank.

The cover page lists the selection criteria and the number of items found meeting the selection criteria. NOTE: the counter is incremented every time a record is found meeting the selections. For example: if 2 charges (same case) met a charge selection, 2 would be added to the summary count.
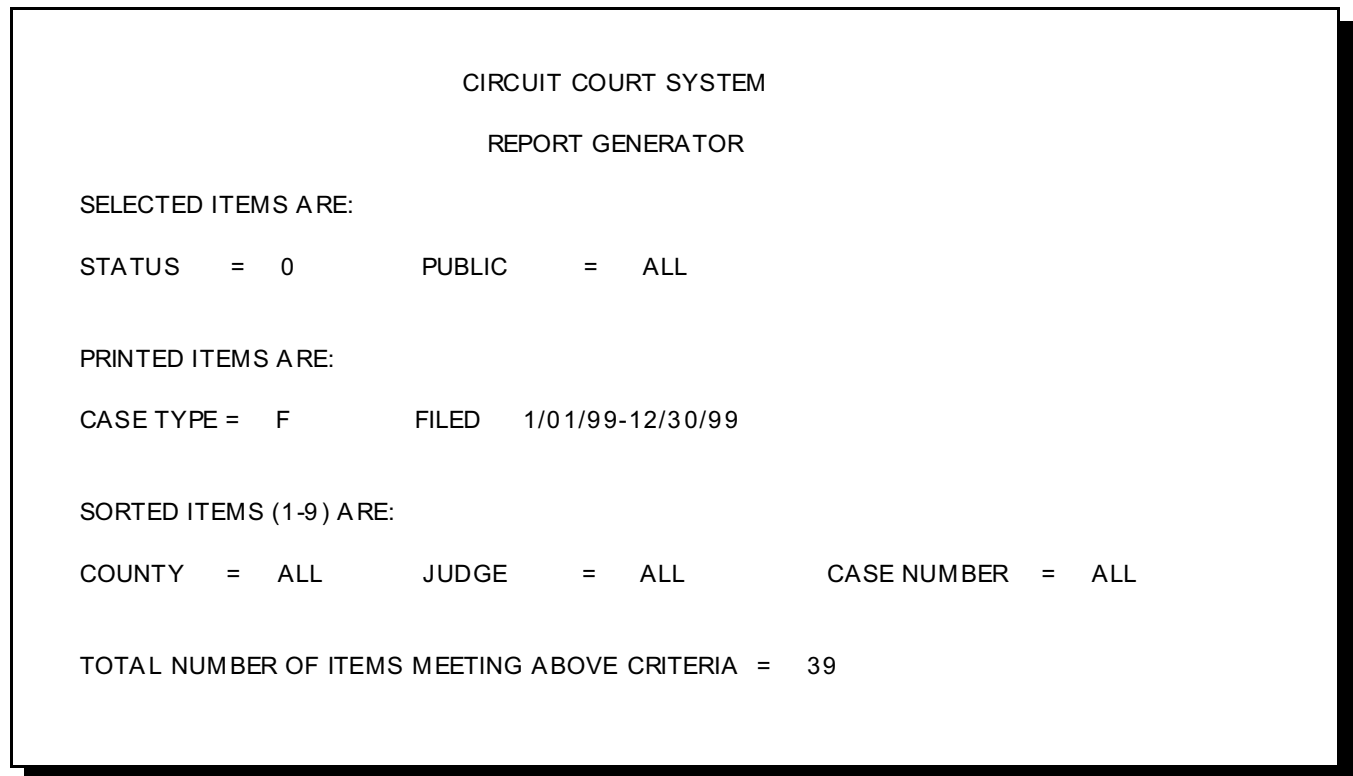
USING THE REPORT GENERATOR

Printing the Report

Type an **"S", "P",** or **"1-9"** to the left of each field, type the associated inclusive specifications to the right, and press **[ENTER]**. The Report Generation Menu appears. If any data entered was invalid, the Report Generation Menu will return with fields to the left and right highlighted. Make the needed corrections and press **[ENTER]** again.

Report Information

All reports will issue a Cover Page (Figure 146) which lists all criteria as selected, printed, or sorted along with the number of items which met the above criteria. If no criteria is met, a cover page will still be generated. The Cover Page is a reminder of what information was entered on the Report Generation Menu.

```
                            CIRCUIT COURT SYSTEM

                              REPORT GENERATOR

    SELECTED ITEMS ARE:

    STATUS    =   0          PUBLIC      =    ALL


    PRINTED ITEMS ARE:

    CASE TYPE =   F          FILED    1/01/99-12/30/99


    SORTED ITEMS (1-9) ARE:

    COUNTY   =   ALL         JUDGE     =   ALL          CASE NUMBER   =   ALL


    TOTAL NUMBER OF ITEMS MEETING ABOVE CRITERIA  =    39
```

Figure 146. Sample Cover Page for Report Generator

```
                                  IOSCO COUNTY
                                  23RD JUDICIAL CIRCUIT COURT          DATE  9/06/00
                                  P. O. BOX 658                        PAGE   1
                                  TAWAS CITY        MI   48765-0000

      COUNTY        CASE NUMBER        CASE TYPE     JUDGE       FILED DATE

         35         00-000069             FH         13220        1/14/00

         35         00-000085             FH         13220        4/06/00

         35         00-000129             FH         13220        4/15/00

         35         00-000156             FH         13220        10/14/00

         35         00-000162             FH         18317        10/23/00

         68         00-000205             FH         18317        11/07/00

         68         00-000209             FC         25111        12/17/00
```

Figure 147. Sample Detail Listing for Report Generator

Field Definitions	The Detail Listing (Figure 147) provides the following information for all items meeting the criteria on the cover page.
HEADER INFORMATION	Information at the top of the report includes circuit court name, address, and date the report was run.
COLUMN HEADINGS	Any criteria field chosen with a **"P"** or **"1-9"** will appear horizontally across the page as a column heading.
DETAIL INFORMATION	Any item meeting all selection criteria will print the specifics for each item in correspondence with the column headings.

HOW THE ADR REPORT GENERATOR WORKS

To use the ADR Report Generator, decide what criteria is desired for the report being requested. Criteria can be set up in three different ways. These ways can be used together to create more flexible reporting. 1) "S" = SELECT, 2) "P" = PRINT, 3) "1-9" = SORT SEQUENCE.

If a field needs to be considered by the report but not printed, then select the "S" option. Selecting a field simply tells the generator that the data in this field is important for weeding unwanted cases from the report.

If a field also needs to show on the report, then select the "P" option to print it. Printing tells the generator that the data in this field not only weeds out unwanted cases, but also contains information that the user needs to see.

If it is desirable to have items on the report print out in a particular order, then the use of a number from 1 - 9 is required to place each item in that order.

The criteria can be mixed and matched for each field uniquely (see Report Generation Menu section). The generator interprets all criteria as entered and produces a report (see Using the Report Generator).

ADR REPORT GENERATION MENU

Accessing the Screen   The Report Generation Menu (Figure 145) appears when you
                              select REPORT GENERATION MENU from the Circuit Court
                              Master Menu. This menu gives you the choice of selecting option
                              1 to access the Circuit Court Report Generator or option **2** to
                              access the ADR Report Generator. After selecting the desired
                              option, the corresponding Report Generator lists all fields available
                              for use as criteria for any report requested, and their associated
                              criteria specification fields.

```
                      ADR REPORT GENERATION MENU
            ENTER "S"=SELECT   "P"=PRINT   "1-9"=SORT SEQUENCE

                          CASE DATA SELECTION
   _ COUNTY NUMBER      ___              __ CASE NUMBER
   _ CASE TYPE          ___              __ CASE TITLE
   _ CASE STATUS        __               __ JUDGE                _____
                      ADR CASE DATA SELECTION
   _ ORDERED DATE       _____ / _____  __ ADR CLERK           ___
   _ COND. AFTER DATE   _____ / _____  __ NOTICE DATE         _____ / _____
   _ HEARING DATE       _____ / _____  __ HEARING TIME
   _ HEARING LOCATION   ___              __ EVALUATION DATE     _____ / _____
   _ EVALUATOR          _____
                      ADR PARTY DATA SELECTION
   _ PARTY              __ ___           __ ATTORNEY            _____
   _ ADR FEES           __ P/U      __    ADR LATE FEES        __ P
   _ BRIEF DATE         _____ / _____   PROOF SERV. DATE     _____ / _____
   _ ACCEPT/REJECT      __
                      ADR EVENT DATA SELECTION
   _ ADR EVENT          ___              __ ADR EVENT DATE      _____ / _____


        F23=DISPLAY SUBMITTED JOBS              F24=EXIT
```

Sample ADR Report Generator screen

Field Definitions and Associated
Criteria Specifications   The ADR Report Generation menu provides the following field
                                 names which may be selected, printed, or sorted for the report,
                                 and the associated criteria specification fields which will be
                                 explained below.

CASE DATA SELECTION

COUNTY NUMBER	County number as defined in the county file maintenance.
CASE NUMBER	Case number assigned to the case.
CASE TYPE	Two digit case suffix.
CASE TITLE	Primary plaintiff versus primary defendant.
CASE STATUS	To select by case status, type one of the following: " " = All Cases "O" = Open Cases "M" = Cases in ADR "C" = Closed cases
JUDGE	To select a certain judge, enter the judge's P-number.

ADR CASE DATA SELECTION

ORDERED DATE	To select by the date ADR was ordered, type the to/from dates to be included.
ADR CLERK	To select by ADR clerk, enter the ADR clerk number as defined in the ADR clerk control maintenance file.
COND AFTER DATE	To select by the conduct after date (also known as the motion and discovery deadline), enter the to/from dates to be included.
NOTICE DATE	To select by the date the notices were printed, enter the to/from dates to be included.
HEARING DATE	To select by ADR hearing date, enter the ADR dates to be included in the to/from fields.
HEARING LOCATION	To select by ADR hearing location, enter the ADR location number as defined in the ADR location maintenance file.
EVALUATION DATE	To select by evaluation date, enter the dates the Notice of Results were sent in the to/from fields.
EVALUATOR	To select by evaluator, enter the evaluator's P-number.

ADR PARTY DATA SELECTION

PARTY   The party name(s) and designation(s) are listed.

ATTORNEY   To select by attorney, type the attorney's P-number.

ADR FEES   To request ADR fees paid or unpaid, enter **P** or **U** or leave blank for all.

ADR LATE FEES   To request ADR late fees, leave blank or enter **P** to list late fees that have been paid.

BRIEF DATE   The date the briefs were received.

PROOF SERV DATE   The date the proof of service was received.

ACCEPT/REJECT   To select by parties that have accepted or rejected, enter **A** or **R** or leave blank for all.

ADR EVENT DATA SELECTION

ADR EVENT   To select by ADR event, enter an ADR event code from Code Table 7.

ADR EVENT DATE   To select by ADR event date, enter the to/from date of the ADR event.